

ZONE Reservation Application/Agreement

Please complete the following information. The facility is available from 1:00 p.m. to 10:00 p.m. on Saturdays and 1:00 to 6:00 p.m. on Sundays for youth groups (grades 1-8). Please note any special requests below. **REMEMBER: The facility is not reserved until payment has been made in full.** You will receive a confirmation once the reservation is complete.

Application Date: _____ Rental Date(s): _____ Group: _____

Contact: _____ Phone: h) _____ w) _____

Address: _____
(street) (city) (zip)

TIME (Includes set-up & clean-up time. Renters will be invoiced for any time not included in this agreement.)

Arrival Time: _____ Departure Time: _____ Total hours of facility use: _____

Drivers License #: _____ Approx. # in Attendance: _____

☐ **Basic Package** - Includes facilities and staff person for general assistance @ **\$25 per hour for Resident / \$35 per hour for Non-Resident** (lower level only).

☐ **Party Package** - Includes lower level facilities for 3 hours; staff person for general assistance; 3 large single-topping pizzas; two, 2-liter pops; and a 1/4 sheet cake. Your cost is **\$135 for Resident / \$165 for Non-Resident**. Please choose from the following options:

Pizza Toppings

- ☐ Sausage
- ☐ Pepperoni
- ☐ Cheese

Pop (2 / 2-liters)

- ☐ Pepsi
- ☐ Mountain Dew
- ☐ Dr. Pepper

Cake (Name _____)

- ☐ White
- ☐ Marble
- ☐ Chocolate

Delivery Time: _____

Frosting

- ☐ Chocolate ☐ White

Special Requests

Groups wishing to bring special items such as catering facilities, P.A. systems, DJ's, etc., must request authorization when reserving.

☐ Yes, I would like to request authorization for: _____

☐ Yes, I would like to request use of the gymnasium (add an additional \$12 per hour)

General Guidelines/Information:

STAFFING

- Group is responsible for providing their own adult chaperones.
- There shall be **no more than 10 kids for every one adult chaperone.**
- Chaperone responsibilities include watching and supervising kids to make sure they stay in designated areas of the building and refrain from damaging equipment/facility.
- Chaperones will assist with set-up and clean-up.
- The ZONE will provide one staff person for general assistance and operation of equipment.

DAMAGE

- The group is responsible for any damage to the facility or equipment.

FOOD & BEVERAGES

- Group will be responsible for providing food and beverages.
- Food and beverages are preferred in lounge area only -- please, no food or beverages on the hardwood dance floor.
- Clean-up and disposal of spills and food is the responsibility of the group. Cleaning supplies are available.
- Group will provide all supplies for serving food (plates, napkins, serving utensils, etc.)
- Vending machines are available.

RESTROOMS

Restrooms are available, but renter is responsible of making sure toilets are flushed and all paper is picked up off the floor at the end of their activity.

EQUIPMENT PROVIDED

- Pool tables, balls and cues
- Playstation and video games
- Foosball table
- Televisions
- Sound system
- Air Hockey

OTHER

- Alcohol is not allowed.
- Parking is allowed in parking lots only. No vehicles are allowed to park on the grass, sidewalks or drop-off circle.
- **Chaperones must accompany kids in gym.**

By signing below I declare that I have read, and agree to the guidelines and rules listed above, and accept full responsibility for all parties of my group to abide by these same guidelines and rules including use of alcohol, abusive or offensive language, vandalism or any other disruptive behavior.

Applicant's Signature

Approved By/Date

****Office Use Only****

TOTAL FEES: _____

PYMT TYPE: ☐ Check (#_____)

☐ **Cash**

Card # _____ Expiration Date: _____ Receipt # _____ Rcvd By: _____

Comments/Notes:This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Staff Person Assigned: _____